



BPA VACANCY ANNOUNCEMENT (#002761-04-BPA)

**U.S. DEPARTMENT OF ENERGY
BONNEVILLE POWER
ADMINISTRATION**

POSITION AND LOCATION: Financial Business Analyst, GS-0501-12, Portland, OR
More than one position may be filled

OPENING DATE
09/30/04

CLOSING DATE
10/15/04

ANNUAL PAY RATE: \$60,670 - \$78,868

Selections at Bonneville Power Administration (BPA) are based on merit and are accomplished without regard to political, religious, or union affiliation or non-affiliation, marital status, race, color, national origin, sex, sexual orientation, age, or non-disqualifying physical disability; nor will such action be based upon any personal relationship, patronage, or nepotism.

WHO MAY APPLY: Career and Career Conditional Employees of Bonneville Power Administration only.

POSITION LOCATION: Chief Operating Officer, Chief Financial Officer and Vice President for Finance-KF

NOTES:

The full performance level of this position is GS-12.

Minimum Qualifications and Time-in-Grade Requirements must be met within 60 calendar days of the closing date of this announcement.

Occasional travel may be required.

More than one position may be filled.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

CAREER TRANSITION ASSISTANCE PROGRAM (CTAP)/INTERAGENCY CAREER TRANSITION ASSISTANCE

PROGRAM (ICTAP): Displaced or surplus employees who may be entitled to consideration under CTAP/ICTAP must meet the OPM and BPA requirements for consideration. Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. Well qualified for merit promotion (status applicants) means an applicant who possesses the knowledge, skills, and abilities which clearly exceed the minimum qualification requirements for the position, including being evaluated at the "3" or equivalent rating level on all quality ranking factors. Well qualified for non-status applicants means an applicant who scores 85 points or higher prior to the addition of veteran's preference points, if applicable. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating, and a copy of their most recent SF 50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible. For additional information, please refer to <http://www.opm.gov> or to <http://www.jobs.bpa.gov>.

MAJOR DUTIES: Financial Business Analysts establish and coordinate processes for changes, additions and inactivation of financial data elements through assessment of business needs and financial processes and their relationships in order to assist users in the development, use and maintenance of BPA's financial data including consideration of accounting policy and reporting impacts; through identifying, defining or coordinating development of and documenting core business rules which will be adhered to across the enterprise; by providing training and communication in the access and use of financial information; and by recommending options to streamline and simplify financial processes. The positions work closely with the business lines and corporate entities to provide a responsive level of service and highly coordinated issue resolution through creating and administering the process through which all changes are assessed and approved prior to implementation; through evaluating and identifying alternatives to meet business needs; through assisting in third party testing of the proposed changes prior to production; through communication with all users about the proposed changes; and through assisting operating groups to continuously improve their data capture processes and resulting financial data integrity. The positions assist in managing and coordinating the activities of the financial data stewards and are responsible for coordination, facilitation and analyzing the different functional business needs for financial data including the consistent meaning of terms and use of financial information.

QUALIFICATION REQUIREMENTS: Applicants must have had a total of 1 year specialized experience that has equipped them with the particular knowledge's, skills and abilities to perform successfully the duties of the position, and that is typically related to the work of this position. **Specialized Experience:** Experience in a financial system process review and management of associated data structures for a small to medium size organization (of 1000 or fewer employees). Note: Please provide specific information in your application regarding the size of the organization in which you gained your experience.

Note: In order to be rated as qualified for the position, we must be able to determine that you meet the specialized experience requirement - please be sure to include this information in your application. To be creditable, specialized experience must have been equivalent to the next lower grade of the position to be filled. Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.

TIME-IN-GRADE RESTRICTION(s): Applicants must have served 52 weeks at the GS-11 grade level in the Federal service.

BASIS OF RATING: No written test is required. If qualified, ratings will be based on an evaluation of the quality and extent of experience, education, and training in relation to the following knowledge's, skills, and abilities. It is **strongly recommended** that applicants provide a narrative response to the knowledge's, skills, and abilities listed below. Failure to do so may result in a lower score **and** non-referral to the selecting official.

- 1. Knowledge of financial data management methods and principles sufficient to improve a financial data management structure.** *(Describe your experience in planning and managing financial data structures and models; applying financial data management methods and principles to establish, improve or facilitate an organization's financial data model and supporting meta-data dictionary and align business automation to it; supporting processes to ensure that the financial data model is kept up to date with current business requirements.)*
- 2. Ability to clearly and concisely communicate information both verbally and in writing to individuals and groups.** *(Describe your experience in meeting and dealing with senior officials and staff members (include the organizational element, and backgrounds or interests they represented. Include the purpose of and the result of one or two of your more difficult communication experiences). Describe any written or oral briefings, reports or presentations you prepared or delivered.)*
- 3. Ability to exercise independent judgment and creative problem solving techniques in a highly complex financial business environment.** *(Describe your experience in combining your knowledge of financial information technology trends with imaginative problem solving skills to meet complex financial business needs. Describe your experience in financial business process re-engineering and process improvement to affect business change and manage evolving financial data structures.)*
- 4. Ability to provide leadership and/or work as an effective team member** *(Describe your experience in leading the work of a group or project; describe your experience in assigning/reviewing work; developing work plans and ensuring assignments are carried out effectively. If you do not have formal leadership work experience, describe the kinds of teams you have work on to include the composition of the team, the nature of the assignment, etc. Also describe how you personally helped facilitate the work of the team and contributed to the success of the project.)*

APPLICATION INFORMATION:

There is no specific required application form. There is specific information that you are required to submit. For further information on completing your application, please refer to the statement below "Required Information on Resumes."

- Applicants may, at their choice, submit a resume, the Optional Application for Federal Employment (OF 612), a copy of the obsolete Application for Federal Employment (SF 171), or any other written application format.
- All applications must contain sufficient information to determine eligibility for the position.
- **Applicants will not be contacted for missing information. Material received after the closing date will not be accepted.**

HOW TO APPLY:

Submit your application with supplemental information. It must be received with the application. Your application package should include the following:

1. Your resume, or other application, that fully describes your education and experience.
2. Narrative responses to Knowledges, Skills, and Abilities.

REQUIRED INFORMATION ON RESUMES*

1. Announcement number, title, and grade of the position for which you are applying.
2. Your full name, mailing address, and day and evening telephone number.
3. Your e-mail address (please provide if available – failure to provide will not effect the processing of your application.)
4. Your Social Security Number.
5. Country of citizenship.
6. High school attended which includes name of high school, location (city/state), and date of diploma or GED.

7. Work experience (Paid and non-paid experience related to the job for which you are applying. Include job title (**YOU MUST INCLUDE SERIES AND GRADE IF FEDERAL JOB**), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (**including month and year**), hours worked per week, salary).
8. Indicate if we may contact your current supervisor.
9. A list of other job related training, skills (for example, languages, tools, machinery, typing speed, etc.), certificates and licenses, honor societies, awards, professional membership, publications, leadership activities, performance awards, etc.

***Please note that if your resume or application does not provide all the information requested in the vacancy announcement, you may lose consideration .**

FORMS AVAILABILITY: All application materials may be obtained from all Bonneville Power Administration Human Resources offices (2401 NE Minnehaha Street, Construction Services Building, Vancouver, WA 98663; or 905 NE 11th Avenue, Portland, OR 97232), or by calling 360-418-2090 or 503-230-3055. You may also download a copy of this announcement, including all forms from our website at <http://www.jobs.bpa.gov/>

If you have questions, you may call the Staffing Center at 360-418-2090 or 503-230-3055.

Applicants should retain a copy of their application as BPA does not return applications or provide copies.

WHERE TO APPLY:

If **mailing** your application, please send to the following address: Bonneville Power Administration, ATTN: Personnel Services – CHP/CSB-2, PO Box 491, Vancouver, WA 98666, (street address): 2401 NE Minnehaha Street, Vancouver, WA 98663

If applications are delivered in person, they can be delivered to the address above **OR** to: Bonneville Power Administration, Personnel Services, 905 NE 11th Avenue, Portland, OR 97232.

RECEIPT OF APPLICATION:

Your complete application must be received no later than 12 midnight Pacific Daylight Time (PDT) of the closing date to be accepted. Applications submitted by fax or e-mail must be time/date stamped or electronically postmarked at point of origin no later than 12 midnight PDT.

Applicants will be notified of receipt of their application package.

FAX APPLICATIONS:

Faxed applications should be sent to **360-418-2063**. Applicants are responsible for ensuring that application materials transmit successfully.

EMAIL APPLICATIONS:

Applications should be sent as email attachments to: jobs@bpa.gov. The Announcement Number must be included in the subject line of the email. Required forms may be sent as email attachments, may be faxed, or sent as hard copy. Application materials provided by different means must be cross-referenced so they may be combined at BPA. Applicants who apply by email will receive an email confirmation. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

THE BONNEVILLE POWER ADMINISTRATION IS A HARASSMENT FREE WORKPLACE.

http://www.va.gov/v/	http://www.jobs.bpa.gov/	http://www.usajobs.opm.gov/	http://www.opm.gov/qualifications/index.htm
Veterans Administration	Bonneville Power Administration	Office of Personnel Management Jobs	Office of Personnel Management